



city of  
**greenville**

## Building Permit Application

For Office Use Only:

Tax Map # \_\_\_\_\_

Permit # \_\_\_\_\_ Clerk \_\_\_\_\_

Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suite/Unit/Space# \_\_\_\_\_ Tenant/Business Name: \_\_\_\_\_

Tax Map # \_\_\_\_\_ Email: \_\_\_\_\_

Use:

Single Family

Multi-Family

Duplex

Garage/Carport

Office

Retail/Restaurant

Hospital/Medical

Church/School

Gas/Garage

Retaining Wall

Hotel

Other \_\_\_\_\_

Cost of job (Contract Amount): \$ \_\_\_\_\_

Type of Work:

New Building

Alteration

Repair

Addition

Brief Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Square footage of new building/addition: \_\_\_\_\_

### For New Construction:

Baths \_\_\_\_\_ Half Baths \_\_\_\_\_ Bedrooms \_\_\_\_\_ # Buildings \_\_\_\_\_ # Units \_\_\_\_\_ # Stories \_\_\_\_\_

### Roofing:

Tar/Gravel

Shingle

Wood

Metal

Built Up

Other \_\_\_\_\_

Heated Area Sq Ft \_\_\_\_\_ Foundation Type \_\_\_\_\_

Finished Basement Area \_\_\_\_\_ Non-Heated Area Sq Ft \_\_\_\_\_

Application must be completed prior to requesting a permit.

City of Greenville Building Department  
P.O. Box 2207 Greenville, SC 29602  
Phone: (864) 467-4550 Fax: (864) 467-5715



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**RESIDENTIAL PROPERTY OWNERS DOING THEIR OWN WORK:** Homeowner exemption form must be completed and Disclosure Statement filed with the County Register of Deeds. All persons hired to perform work must be properly licensed by the Residential Builders Commission or Contractor's Licensing Board and have a current City of Greenville business license. List any contractors working on this project below. **VIOLATION OF ANY PART OF THIS AGREEMENT SHALL VOID ALL PERMITS.**

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

Name: \_\_\_\_\_ Trade: \_\_\_\_\_

**Signed:** Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor:** \_\_\_\_\_ Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Address: \_\_\_\_\_

State License Agency (Choose One): South Carolina Contractors' Licensing Board

South Carolina Residential Builders Commission

State License Classification: \_\_\_\_\_ State License Number: \_\_\_\_\_

State License Limitation: \_\_\_\_\_ Architect: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing this application, I certify that I am an authorized agent for the company performing the work stated above and that all information provided is true. I further understand that if any information provided is found to be incorrect or falsely stated that this permit will be null and void and that I may be responsible for violation of other related state laws and local ordinances.

Please Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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## Building Permit Application

### Checklist For Building Applications Requiring A Site Plan, City Of Greenville

**Please check-off all questions verifying that the required minimum information is submitted with your Application. Incomplete or inaccurate submissions will not be accepted.**

1. The Applicant has completed all "Required Fields" on the **"Application for Site Plan Permit"** or an explanation is provided as to why an item is not completed.
2. The attached Applications are signed and dated by the Applicant and Property Owner or Authorized Agent (some forms must be signed by the "Owner").
3. There are separate Applications for each Permit requested (e.g., one for each "Sign", etc.).
4. **If the proposed activity meets any of the criteria listed below, an "Application for Site Plan Permit", a "Site Plan Permit Standard Conditions Acknowledgement" ('Single Family' or 'Non Single Family'), and eight (8) copies of a Site Plan are submitted:**
  - a. All new construction
    - i. The Application is accompanied by a completed "Site Plan Permit Checklist" ('Single Family' or 'Non Single Family') in addition to the Items listed above.
  - b. If the proposed activity meets any of the following criteria, the Zoning Administrator or Permit Coordinator may reduce the scope of the otherwise-required Site Plan information to reflect conformance with the relevant standards.
    - i. Modifications affecting the building or structure footprint ("building envelope")
    - ii. Modification, or enclosure, of building features originally exempt from zoning dimensional standards (porches, balconies, breezeways, etc.)
    - iii. Establishment of a land use at an existing, but currently-vacant, building location
    - iv. Change from one use to another as reflected in Sec 19-4.1.2, Table of Uses, of the City Code
    - v. Development requiring the correction of nonconforming parking, screening, or landscaping
  - c. N/A
5. **If the Applicant answers "Yes" to any of the 3 questions below, the Applicant is submitting a Stormwater Permit Application, Checklist, Report, and Plans.**
  - a. Does the proposed activity disturb more than 10,000 square feet (for example, 100'x100')?
  - b. Is the property part of a larger development? For example, is it located within a subdivision, shopping complex, or an office park?
  - c. Is the property located next to a creek or a large ditch that carries water or within a Floodplain? (If the Applicant does not know, he can use the "where is my house" web app from the City's homepage to determine if he is in the floodplain or the Permit Coordinator can assist in this determination).
  - d. N/A

**Applicants must answer the following questions to determine the type of Stormwater Permit required. If one is required, the Applicant must seek the assistance of a licensed Architect, Landscape Architect, Land Surveyor, or Engineer.**

6. **If the Applicant answers "YES" to any of the following, a Major Stormwater Permit is required.**
  - a. Disturbs more than two (2.00) acres; or,
  - b. Creates a total new impervious surface of 0.25 acres or more; or,
  - c. Located in a Regulatory Floodplain; or,
  - d. Modifies a riverine flood-prone area where the tributary drainage area is 40 or more acres; or,
  - e. Modifies a non-riverine flood-prone area where the tributary drainage area is 20 or more acres; or,
  - f. Located in a depressional storage area having a storage of 0.75 acres-feet or more; or
  - g. Impacts a wetland or riparian environment of 1/10 acre or more within an area defined as Waters of the U.S. or Waters of the State.
  - h. N/A

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## Building Permit Application

### Checklist For Building Applications Requiring A Site Plan, City Of Greenville

7. **If the Applicant answers "N/A" to all of the questions in Item # 6 above, a Minor Stormwater Permit is required if the proposed activity includes either of the following:**
- a. Disturbs one (1.00) acre or more of the surface of the land; or,
  - b. Creates a total impervious surface area ratio (area-of-rooftop-and-paving ÷ total project area) of 60-percent or greater.
  - c. N/A
8. If the Applicant answers "N/A" to all of the questions in Item #'s 6 and 7 above, then all that is required is a Soil Erosion and Sediment Control Permit. If the proposed activity constitutes the construction or land improvement of a single- or two-family residence or their accessory structures and is not part of a "Larger Common Plan", the Applicant is not required to submit a Stormwater Permit Application. However, the Applicant must submit a **"Site Plan Permit Standard Conditions Acknowledgement"** referenced in Item #4 above.

**The Applicant hereby affirms that this Checklist is true and correct to the best of his knowledge and that he has provided full disclosure of the relevant facts of the attached Application.**

Applicant (Print) \_\_\_\_\_

Date \_\_\_\_\_

Applicant (Signature) \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

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## Building Permit Application

### Checklist For Building Applications Requiring A Site Plan, City Of Greenville

Building Fee Schedule	
\$ 0 – 2,000.00	<b>\$45.00</b>
\$2,000.01 – 3,000.00	<b>\$50.00</b>
\$ 3,000.01 – 50,000.00	<b>\$50.00 for the first \$3,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00. Ex: Fee for \$3,000.01 to \$4,000.00 is \$56.00.</b>
\$ 50,000.01 – 100,000.00	<b>\$327.00 for the first \$50,000.00 plus \$5.30 for each additional \$1000.00 or fraction thereof, to and including \$100,000. Ex: Fee for \$50,000.01 to \$51,000.00 is \$332.30.</b>
\$ 100,000.01 – 500,000.00	<b>\$593.00 for the first \$100,000.00 plus \$4.00 for each additional \$1000.00 or fraction thereof, to and including \$500,000.00. Ex: Fee for \$100,000.01, \$100,001 to \$101,000.00 is \$597.00.</b>
\$ 500,000.01 and up	<b>\$2190.00 for the first \$500,000.00 plus \$2.66 for each additional \$1000.00 or fraction thereof. Ex: Fee for \$500,000.01 to \$501,000.00 is \$2192.66.</b>

Plan Reviews	
<b>Plan review fees will be charged for all new buildings, additions, decks and for any alterations.</b>	
Fees	
Up to \$ 50,000	<b>\$50.00</b>
\$ 50,000.01 – 100,000	<b>\$146.00</b>
\$ 100,000.01 – 250,000	<b>\$233.00</b>
\$ 250,000.01 – 500,000	<b>\$333.00</b>
\$ 500,000.01 and up	<b>\$333.00 plus \$0.41 per \$1000.00, or fraction thereof over \$500,000.</b>
<b>If you have a building permit with plans, add your building permit fee and your plan review fee together.</b>	

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## **Building Permit Application**

### **NOTICE OF NEW REQUIREMENTS FOR CONSTRUCTION PLANS**

**Effective immediately to comply with the Greenville County Tax Assessor's requirements all plans for new structures and additions to existing structures must provide the following information when applying for a building permit:**

- Outside dimensions of structure
  - Additions must include dimensions of existing structure and addition
- Story height
- Heated area square footage
- Foundation type (slab on grade, crawlspace, etc.)
- Finished basement area
- Square footage of non-heated areas such as garages, storage rooms, etc.

We will need 2 separate copies of the above information in addition to the normally required plans and specifications. This information must be provided as separate documentation since it will be sent to the Greenville County Tax Assessor.

**PERMITS WILL NOT BE ISSUED UNTIL THIS INFORMATION IS PROVIDED!**

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## **Building Permit Application Required Number of Plans for Permits**

### **Residential - New**

Site Plans - 8 sets  
Building Plans- 3 sets  
Completed Site Plan Permit Application  
Completed Site Plan Permit Conditions Acknowledgement  
Completed Site Plan Permit Checklist  
Completed Building Permit Application

### **Residential Additions Where Work Is Occurring Beyond the Existing Building Footprint (This will include decks, patios, garages, outbuildings, pools, pool houses, etc.)**

Site Plans - 8 sets  
Building Plans - 3 sets  
Completed Site Plan Permit Application  
Completed Site Plan Permit Conditions Acknowledgement  
Completed Site Plan Permit Checklist  
Completed Building Permit Application

### **Residential Alterations - Interior Only!**

Building Plans - 3 sets  
Completed Building Permit Application

### **Commercial – New or Addition Where Work Is Occurring Beyond the Existing Building Footprint**

Site Plans - 8 sets  
Building Plans - 3 sets  
Completed Site Plan Permit Application  
Completed Site Plan Permit Conditions Acknowledgement  
Completed Site Plan Permit Checklist  
Completed Building Permit Application

- Storm Water Permit may be required depending on scope of work
- Site Grading Permit required for any earth disturbing activity

### **Commercial or Residential Retaining Wall**

Pre-Approved Site Plans - 4 sets Proposed  
Retaining Wall Plan - 4 sets Completed  
Building Permit Application

### **Commercial Alterations - Interior Only!**

Building Plans - 3 sets  
Completed Building Permit Application  
Completed Certificate of Compliance Form (**TENANT CHANGE or NEW TENANT ONLY**)

### **Parking Lot Additions & Alterations**

Site Plans - 8 sets  
Completed Site Plan Permit Application  
Completed Site Plan Permit Conditions Acknowledgement  
Completed Site Plan Permit Checklist

- Storm Water Permit may be required depending on scope of work
- Site Grading Permit required for any earth disturbing activity

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